

SAP Concur 

ALLOCATIONS





Allocations to an expense report can be made by the traveler or by an approver in the workflow.

ALLOCATIONS BY TRAVELER

An expense type line can be allocated to different accounting templates by selecting the **Allocate** button. *Note: Approvers in the workflow will have the capability to make adjustments to allocations as necessary.*



Allocations for Report: Seattle, WA - 6/28/18-7/2/18

Expense List

Allocate Selected Expenses Clear Selections Summary

Select Group

Date	Expense T...	Group	Amount
<input type="checkbox"/>	06/28/2018	M&IE Rate	\$55.50
<input type="checkbox"/>	06/28/2018	Baggage F...	\$25.00
<input type="checkbox"/>	06/28/2018	Conferenc...	\$250.00
<input type="checkbox"/>	06/29/2018	M&IE Rate	\$74.00
<input type="checkbox"/>	06/30/2018	M&IE Rate	\$74.00
<input type="checkbox"/>	07/01/2018	M&IE Rate	\$74.00
<input type="checkbox"/>	07/02/2018	Airfare	\$1,000.00
<input type="checkbox"/>	07/02/2018	M&IE Rate	\$55.50
<input type="checkbox"/>	07/02/2018	Baggage F...	\$25.00
Hotel			
<input type="checkbox"/>	06/28/2018	Hotel Tax	\$15.00
<input type="checkbox"/>	06/28/2018	Hotel	\$99.00
<input type="checkbox"/>	06/29/2018	Hotel Tax	\$15.00
<input type="checkbox"/>	06/29/2018	Hotel	\$99.00
<input type="checkbox"/>	06/30/2018	Hotel Tax	\$15.00
<input type="checkbox"/>	06/30/2018	Hotel	\$99.00
<input type="checkbox"/>	07/01/2018	Hotel Tax	\$15.00

Allocations

Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

Percentage	Department	Accounting...	Accounting T...	Code
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Save Cancel

Done



Allocations can be changed by selecting individual expenses or by clicking the box next to **Date** to select them all. Once expenses are selected, you will have the option to **Allocate Selected Expenses**.

Allocations for Report: Seattle, WA - 6/28/18-7/2/18

Expense List

Allocate Selected Expenses Clear Selections Summary

Select Group

Date	Expense T...	Group	Amount
06/28/2018	M&IE Rate		\$55.50
06/28/2018	Baggage F...		\$25.00
06/28/2018	Conferenc...		\$250.00
06/29/2018	M&IE Rate		\$74.00
06/30/2018	M&IE Rate		\$74.00
07/01/2018	M&IE Rate		\$74.00
07/02/2018	Airfare		\$1,000.00
07/02/2018	M&IE Rate		\$55.50
07/02/2018	Baggage F...		\$25.00
Hotel			
06/28/2018	Hotel Tax		\$15.00
06/28/2018	Hotel		\$99.00
06/29/2018	Hotel Tax		\$15.00
06/29/2018	Hotel		\$99.00
06/30/2018	Hotel Tax		\$15.00
06/30/2018	Hotel		\$99.00
07/01/2018	Hotel Tax		\$15.00

Allocations

Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

Percentage	Department	Accounting...	Accounting T...	Code
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Save Cancel Done

Select **Allocate By** to allocate by either Percentage or Amount. Select **Add New Allocation** to add lines to allocate by.

Allocations for Report: Seattle, WA - 6/28/18-7/2/18

Expense List

Total: \$2,089.00 Allocated: \$2,089.00 (100%) Remaining: \$0.00 (0%)

Allocate Selected Expenses Clear Selections Summary Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

Select Group

Date	Expense T...	Group	Amount
06/28/2018	M&IE Rate		\$55.50
06/28/2018	Baggage F...		\$25.00
06/28/2018	Conferenc...		\$250.00
06/29/2018	M&IE Rate		\$74.00
06/30/2018	M&IE Rate		\$74.00
07/01/2018	M&IE Rate		\$74.00
07/02/2018	Airfare		\$1,000.00
07/02/2018	M&IE Rate		\$55.50
07/02/2018	Baggage F...		\$25.00
Hotel			
06/28/2018	Hotel Tax		\$15.00
06/28/2018	Hotel		\$99.00
06/29/2018	Hotel Tax		\$15.00
06/29/2018	Hotel		\$99.00
06/30/2018	Hotel Tax		\$15.00
06/30/2018	Hotel		\$99.00
07/01/2018	Hotel Tax		\$15.00

Allocations

Percentage	Department	Accounting...	Accounting T...	Code
100				

Save Cancel Done



Enter information into the **Department, Accounting Group** and **Accounting Template** fields by either selecting **Text** or **Code**. Once information has been keyed, select **Save**.

Note: Adding allocations may add approval roles to the workflow of the document.

The screenshot shows the 'Allocations' window with a total of \$2,089.00. A search dropdown menu is open over the 'Department' field, showing 'Type to search by:' with radio buttons for 'Text' and 'Code'. The 'Code' option is selected, and a search result '(010) FINANCE' is visible below the dropdown. The table below the dropdown has columns for Percentage, Department, Accounting Group, Accounting Template, and Code.

ALLOCATIONS BY APPROVERS

Approvers have authority to add allocations to an expense report. To do so, select the **Details** link to view the following drop-down and select **Allocations**.

The screenshot shows the 'Details' view of an expense report. A dropdown menu is open over the 'Details' link, listing various options. The 'Allocations' option is highlighted with a red box. The background shows a table of expenses with columns for Date, Expense Type, Amount, and Requested.

Date	Expense Type	Amount	Requested
07/02/2018	Hotel	\$1,000.00	\$1,000.00
07/02/2018	Travel Allowances	\$55.50	\$55.50
07/02/2018	Expenses & Adjustments	\$25.00	\$25.00
07/02/2018	Hotel SOUTH SEAS RESORTS, Seattle, Wa	\$468.26	\$458.00
07/01/2018	M&IE Rate Seattle, Washington	\$74.00	\$74.00
08/30/2018	M&IE Rate Seattle, Washington	\$74.00	\$74.00



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Date	Expense T...	Group	Amount
<input type="checkbox"/>	06/28/2018	M&IE Rate	\$55.50
<input type="checkbox"/>	06/28/2018	Baggage F...	\$25.00
<input type="checkbox"/>	06/28/2018	Conferenc...	\$250.00
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<input type="checkbox"/>	06/30/2018	M&IE Rate	\$74.00
<input type="checkbox"/>	07/01/2018	M&IE Rate	\$74.00
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<input type="checkbox"/>	07/02/2018	M&IE Rate	\$55.50
<input type="checkbox"/>	07/02/2018	Baggage F...	\$25.00
● Hotel			
<input type="checkbox"/>	06/28/2018	Hotel Tax	\$15.00
<input type="checkbox"/>	06/28/2018	Hotel	\$99.00
<input type="checkbox"/>	06/29/2018	Hotel Tax	\$15.00
<input type="checkbox"/>	06/29/2018	Hotel	\$99.00
<input type="checkbox"/>	06/30/2018	Hotel Tax	\$15.00
<input type="checkbox"/>	06/30/2018	Hotel	\$99.00
<input type="checkbox"/>	07/01/2018	Hotel Tax	\$15.00

Allocations

Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

Percentage	Department	Accounting...	Accounting T...	Code
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Save Cancel Done

Allocations can be changed by selecting individual expenses or by clicking the box next to **Date** to select them all. Once expenses are selected, you will have the option to **Allocate Selected Expenses**.

Allocations for Report: Seattle, WA - 6/28/18-7/2/18

Expense List

Allocate Selected Expenses Clear Selections Summary

Select Group

Date	Expense T...	Group	Amount
<input checked="" type="checkbox"/>	06/28/2018	M&IE Rate	\$55.50
<input checked="" type="checkbox"/>	06/28/2018	Baggage F...	\$25.00
<input checked="" type="checkbox"/>	06/28/2018	Conferenc...	\$250.00
<input checked="" type="checkbox"/>	06/29/2018	M&IE Rate	\$74.00
<input checked="" type="checkbox"/>	06/30/2018	M&IE Rate	\$74.00
<input checked="" type="checkbox"/>	07/01/2018	M&IE Rate	\$74.00
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● Hotel			
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<input checked="" type="checkbox"/>	06/30/2018	Hotel Tax	\$15.00
<input checked="" type="checkbox"/>	06/30/2018	Hotel	\$99.00
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Percentage	Department	Accounting...	Accounting T...	Code
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Save Cancel Done



Select **Allocate By** to allocate by either Percentage or Amount. Select **Add New Allocation** to add lines to allocate by.

Date	Expense T...	Group	Amount
08/28/2018	M&IE Rate		\$55.50
08/28/2018	Baggage F...		\$25.00
08/28/2018	Conferenc...		\$250.00
08/29/2018	M&IE Rate		\$74.00
08/30/2018	M&IE Rate		\$74.00
07/01/2018	M&IE Rate		\$74.00
07/02/2018	Airfare		\$1,000.00
07/02/2018	M&IE Rate		\$55.50
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Percentage	Department	Accounting Group	Accounting Template	Code
100	010			